



TESTING POLICIES AND PROCEDURES

This describes Nebraska policies and procedures for software developers testing their individual income tax Federal/State e-file products.

1. The first step in testing with Nebraska is to download, complete, and fax in the Nebraska Software Developer Information Sheet. A Software Developer Information Sheet should be provided for each separate product you support. You will be assigned a testing Software License Number for each product. No Nebraska testing can be conducted until this step has been completed. Complete the Product Support Information portion of this document with regard to the particular product to which the Software License Number will be assigned.
2. Test returns must carry Software License Number in Generic record Sequence Number 0300. The primary testing period will begin with the start of federal testing and conclude with the start of live transmissions. Testing before or after primary testing period is allowed, however, test results will be provided only as time permits, as priority is given to production processing. Expect some delays in receiving test results during this period. The department will allow testing prior to completion of federal testing; however will not officially approve software until federal approval is obtained. Any changes to developer software after state approval require re-testing with the department.
3. If secondary products use the same calculation engine as your primary product, only one of them will need to be fully tested. **After testing is completed for the primary product, a single test return from the test package will need to be sent for each secondary product.** Please notify the Testing Coordinator via e-mail after primary testing and prior to testing the secondary product. This allows us to ensure that the correct license number is used.
4. Nebraska uses its own federal test scenarios to accompany the state scenarios.
5. Software developers who support State-Only filing are required to submit all returns as piggyback returns with the exception of scenario number 2. Test number 2 should be prepared as a State-Only return and should contain 'SO' in Generic Record Sequence Number 0019. **Software developers who do not support State-Only filing must transmit all 10 returns as piggyback returns.**
6. When testing is conducted, the state return will be compared to expected results. **All scenarios must be submitted and pass comparisons in a single transmission before approval will be given.** Transmit the returns in consecutive ascending order by

Primary SSN. You may transmit as many tests as needed until you receive an error free test response. All detected errors will be noted and the results of the comparison will either be faxed or e-mailed to the contact person listed on the Software Developer Information Sheet. The Test results are normally provided to developers within one working day of retrieval of test files from the IRS Service Center. Once all Generic records have passed testing the unformatted records will be given a visual comparison prior to final approval.

7. If your product does not support Form 1040NS, test returns based on the 1040NS should be sent as 1040N returns.
8. If there are filing options that you do not support, you are still required to complete the returns to the best of your ability. Unsupported options will show as errors on your test results and these can be reviewed with the Department's Testing Coordinator when all other errors have been eliminated. There is no need to contact the Testing Coordinator prior to eliminating all other errors.
9. Once the Unformatted records have been approved, you will receive notice via email or phone call. Shortly after this communication, the Department will mail you a Nebraska Software Approval Agreement. Complete this document, sign the agreement, and return it in the envelope provided. Failure to return the agreement in a timely manner may result in your production returns being rejected.
10. Upon official approval, if the software product being tested is a personal use product, send an email to larry.chapman@rev.ne.gov providing a link to the starting page for the software (if Internet-based), and detailing the product name, any software limitations, support/help desk email address and phone, and any specific computer/browser requirements or limitations. After receipt of this information, it will be posted to the department's Web site.

CONTACTS

Email addresses are for developer contacts only. **This information should not be provided to taxpayers unless preapproved by the department. Failure to comply with this request may result in termination of your agreement.**

Send testing-related questions to:

Brian.Catlin@rev.ne.gov

Fax Nebraska Software Developer Information Sheet to:

402-471-5804

Send specifications related questions to:

Larry.Chapman@rev.ne.gov

Send inquiries regarding substitute forms to:

Marilyn.Borchert@rev.ne.gov

For e-file return status (EROs & developers only) call:

800-433-8631

For general tax questions, anyone can call:

800-742-7474 (NE & IA, else call
402-471-5729)